



Chris Christie  
Governor  
Kim Guadagno  
Lt. Governor  
Allison Blake, PH.D., L.S.W  
Commissioner

JOB VACANCY POSTING

POSTING #:	015-14	ISSUE DATE:	March 13, 2014
TITLE:	FAMILY SERVICE SPECIALIST 1 - SCR SHIFT Monday through Friday 4:30 p.m. – 12:30 a.m.	CLOSING DATE:	March 27, 2014
LOCATION:	Department of Children and Families State Central Registry Capital Center 50 East State Street, 2 <sup>nd</sup> Floor Trenton, NJ 08625		
POSITIONS:	3	RANGE:	P24
DISTRIBUTION:	DEPARTMENT WIDE	SALARY:	\$58,016.50 - \$82,362.22

**SCOPE OF ELIGIBILITY:** Open to employees of the Department of Children and Families who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

**FAMILY SERVICE SPECIALIST 1**

**DEFINITION:** Under direction of a Supervising Family Service Specialist 1 or other supervisor in the Department of Children and Families, handles a caseload of clients and performs field and office work to:

- Initiate or conduct various types of investigations, including child welfare assessments or abuse and/or neglect referrals in problematic, high risk situations, in-home supervision, residential placement; and/or
- conduct assessment, recruitment, and placement in resource family/foster homes, adoption related work and placement supervision; and/or
- assist supervisory staff in developing, coordinating and facilitating social programs using sophisticated social work skills, including engagement, analysis, assessment group work, and/or individualized therapeutic interaction with clients; and/or
- assist in developing needed services, additional resources, and training programs; and/or
- provide direct treatment/counseling services, Family Team Meetings, and referrals for family services to a high risk caseload requiring intensive intervention; and/or
- manage various aspects of court involved cases;
- does other related duties as required.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Two (2) years of experience in professional social work, direct support counseling, guidance, or case management involving high risk child abuse and neglect or other problematic situations involving counseling services to clients with social, emotional, psychological, or behavioral problems including gathering and analyzing information, determining needs, and planning and/or carrying out treatment plans.

**NOTE:** A maximum of one year of non-caseload carrying experience may be credited toward the experience requirement listed above.

**NOTE:** A supervised social work field placement of three hundred (300) hours serviced through an accredited college or university or performed in a social service agency may be substituted for one (1) year of indicated experience.

**NOTE:** A Master's degree in Social Work, Psychology, Guidance and Counseling, Divinity, Marriage and Family Therapy, or other related behavioral science area may be substituted for one (1) year of indicated experience.

**NOTE:** Applicants who do not possess the required degree may substitute additional professional case management experience on a year for year basis with one (1) year of experience being equal to thirty (30) semester hour credits

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**LICENSE:** Appointees will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY PROMOTIONS ARE MADE.

**Electronic Filing:**  
Forward a cover letter and resume electronically to:  
  
Jennifer.Figueroa@dcf.state.nj.us.  
  
Include the Job Posting # in the subject line of your email.

**Alternate Filing:**  
If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:  
Andrea Maxwell, Manager 1 Human Resources  
Department of Children and Families  
Office of Human Resources  
P.O. Box 717  
Trenton, NJ 08625